

Sample Assessment for Functional Skills English Writing Level 1

Skills Unlimited

Question Paper

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015



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- the duration of this paper is **1 hour, 20 minutes**
- the maximum mark for each question is shown
- the total number of marks available is **50**.

- read each question carefully
- answer **both** questions
- dictionaries, electronic grammar and spell checkers **are** permitted (internet access is **not** permitted).

- writing clearly and coherently, including an appropriate level of detail
- presenting information in a logical sequence
- using language, format and structure suitable for purpose and audience
- using correct grammar, including correct and consistent use of tense
- ensuring written work includes generally accurate punctuation and spelling and that meaning is clear.

[illegible]



Question 1

You are applying for a job in the marketing department of Skills Unlimited Training and need your previous training provider or college to give you a reference.

Your task: is to write a letter asking for a reference.

Expand on these points:

- thank them for the training / help they gave you
- what you did when you left college
- details of the job you are applying for
- what your hopes and plans are
- ask for a reference.

We suggest you write about 200-250 words.

(25 marks)





You may use the space below for planning and drafting.





Question 1 – Write your letter here









Question 2

You got the job in the marketing department and received this email.

SUBJECT: [Careers events promotion](#)



Monika Brown

From: **Monika Brown** (monika.brown@skillsunlimitedtraining.org)

Sent: 12 March 09:34

To: marketing@skillsunlimitedtraining.org

Dear Colleague

As you know, part of your job in our marketing department is to represent us at careers events. At each event you will be required to give a short speech promoting our company and what we offer. In particular, talk about our new Interview Skills course (which covers preparation, personal presentation and effective communication) and why interview skills are important.

Please send me your speech by the end of today so I can have a quick look.

Kind regards

Monika Brown

Monika Brown
Marketing Manager I
Skills Unlimited Training



30 years' experience of delivering quality vocational training, apprenticeships, job application and interview skills.

T: 0203 532 9667 | E: [follow this link to our website](#)

This email and any files attached are confidential and only for the individual or group to whom they are addressed. If you receive this email in error, please notify the sender of the original message. Do not forward to anyone. This message has been scanned for viruses and spam and is believed to be clean.

Your task: is to write the complete text of the speech.

Expand on these points:

- information about the company
- courses we offer
- details of the Interview Skills course
- why interview skills are important.

We suggest you write about 200-250 words.

(25 marks)





You may use the space below for planning and drafting.





Question 2 – Write your speech here.









End of Assessment





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